

Wrapping Envelope Finisher Application Guide



ComColor GL Series / GD Series

About This Guide

Preface

"RISO Mailing Application" is the dedicated application software for using the Wrapping Envelope Finisher connected to the RISO printer. This application imports the original data of an enclosure(s) and an envelope form (or an address data), creates and prints mail data. Please read this guide before using or when you have concerns while using, and make use of this product and guide long forever.

The following manuals are included with the Wrapping Envelope Finisher.

- **User's Guide**

This guide describes specifications, operations and settings of each function.
Please read this guide when you want to know details about the Wrapping Envelope Finisher.

- **Wrapping Envelope Finisher Application Guide (this guide)**

This guide describes how to import the original data, and create mail data.

- **RISO Mailing Log Viewer Application Guide**

This guide describes how to configure settings for collecting image data and logs, and to view the collected image data and logs.

About This Guide


- (1) This guide may not be reproduced in whole or in part without the permission of RISO KAGAKU CORPORATION.
- (2) The contents of this manual may be changed without prior notice due to product improvements.
- (3) RISO KAGAKU CORPORATION shall not be liable for any consequence of using this guide or the product.

Trademark Credits

Microsoft, Windows, and Visual C++ are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Intel is a trademark of Intel Corporation or its subsidiaries.

Antenna House PDF Driver is a registered trademark of Antenna House Inc.

 **RISO** and ComColor are trademarks or registered trademarks of RISO KAGAKU CORPORATION in the United States and other countries.

Other corporate names and/or trademarks are either registered trademarks or trademarks of each company, respectively.

Symbols, Notations, and Screenshots Used in This Guide

■ Symbols Used in This Guide



Indicates important items that should be noted or are prohibited.



Indicates useful or additional information.

■ Names of Keys and Buttons

The names of the following are indicated with square brackets []:

- Hard keys on the operation panel
- Buttons and items displayed on the touch panel screen
- Buttons and items displayed on a computer window

Example: Press the [Stop] key.

■ Illustrations Used in This Guide

The screenshots and illustrations in this guide may vary depending on the model of the printer and usage environment, including the connected optional equipment.

■ Reference of Names

In this guide, consumables are referred to as follows:

Name Used in This Guide	Consumables
Envelope form	Wrapping Envelope Form A/B/C

Contents

About This Guide	1
Symbols, Notations, and Screenshots Used in This Guide	2
About "RISO Mailing Application"	4
Specialty of "RISO Mailing Application"	4
Terms	5
Installation and Uninstallation	7
Operating Environment	7
Installation	7
Uninstallation	9
Basic Operations	10
Starting and Ending the Software	10
Main Window	10
Flow of Operations up to Completion of Mailing	14
Preparing Data Required for Mailing	15
Preparing Data Required for Stationary Data Printing	15
Preparing Data Required for Variable Data Printing	16
Creating Mail Data	18
Creating Mail Data for Stationary Data Printing	18
Adding/Deleting/Moving Pages of Enclosures for Stationary Data Printing	23
Creating Mail Data for Variable Data Printing	24
Inserting/Deleting a Common Page(s) of Enclosures for Variable Data Printing	27
Printing (Enclosing)	29
Printing (Enclosing) Mail Data	29
Selecting the Feed Tray Individually for Enclosed Pages	33
Troubleshooting	34

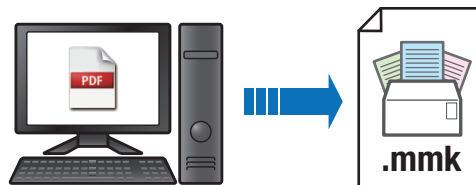
About "RISO Mailing Application"

Specialty of "RISO Mailing Application"

"RISO Mailing Application" is an application to convert the original data created on the PC for printing (enclosing) mail data. This product has the following convenient features.

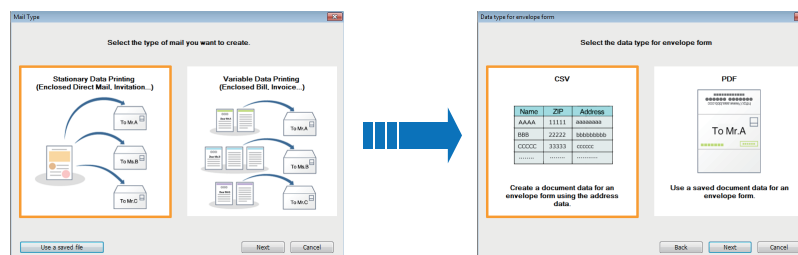
Converting the Original Data into Mail Data

You can import the original data file (.pdf) created on various applications or business form systems and convert into mail data.



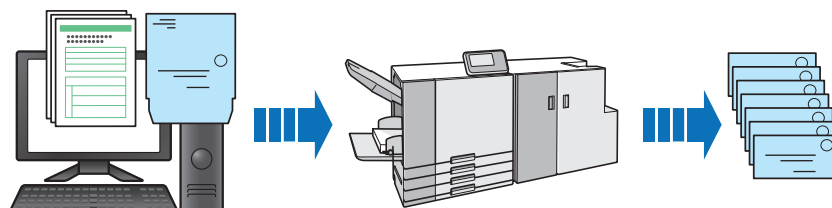
Supporting both Stationary Data Printing and Variable Data Printing

This application supports both stationary data printing which is commonly used, and variable data printing which encloses different contents or pages for each destination. In stationary data printing, you can select the creating method of mail data by adjusting the layout of envelope form in the preview area after importing an address data file (.csv) and a background graphic file (.pdf), or simply by importing the original data of envelope form (.pdf).



Printing (Enclosing) Mail Data

This application can print and make pairs of an enclosure(s) and an envelope form (mail data). You can select the paper type of each page for enclosures and the mails to be printed.



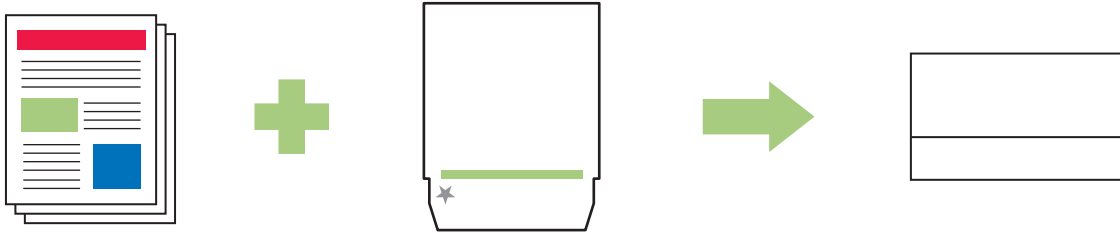
Terms

Terms of Mail

■ Mails

A unit of mails.

A mail consists of an enclosure(s) and an envelope form.



: Enclosures

- From one page up to the number of pages set in the [Maximum Pages per Mail] on the printer can be enclosed per mail. For details, see "Maximum Pages per Mail" in the "User's Guide".
- Enclosures can make simplex or duplex printing. When duplex printing is made for the original data of odd pages, the last page of the enclosures will be blank.



: Envelope form

- A page which wraps enclosures with the Wrapping Envelope Finisher. A mail should contain an envelope form.
- Register the size of envelope form in the printer, in advance.
- For details about the type of envelope forms, see "Usable Paper" in the "User's Guide".

■ Stationary Data Printing

A mail suitable for direct mail and invitation, which encloses the same enclosures for all destinations.

■ Variable Data Printing

A mail suitable for bill and invoice, which encloses different contents or pages of enclosures for each destination.

Terms related to Data

This guide describes data types handled by "RISO Mailing Application" as follows.

Data	Contents	Format
Mail data	Files of mail data created by the "RISO Mailing Application"	.mmk
Original documents	Original files "enclosures or an envelope form"	.pdf
Address data	Comma-separated text files	.csv
Background graphic data	Files to attach on the envelope form	.pdf

About the Original Data

- If the page size of the original enclosures is different from the size specified for enclosures, the page size will be automatically converted in the size specified for enclosures when the original data is imported.
- The page size of the original envelope forms will be automatically converted in the same size of envelope forms when the original data is imported.

About the Address data

Confirm following notes prior to importing an address data file.

- Only a comma-separated text file (.csv) can be imported.
- The first line of an address data will be displayed as the layout items (e.g., postal code, address). Input the destination data from the second line onwards.
- Destination data which contains the different number of items from items on the first line cannot be imported.
- When you want to print a destination data of a string (ABC, DEF) which contains a comma (,), surround the string by double quotation like ("ABC, DEF").
- When you want to print a destination data of a string (AB"CD"EF) which contains double quotations ("), surround the string by double quotation like ("AB""CD""EF").

Installation and Uninstallation

Operating Environment

Memory	For 32-bit OS: 2 GB or more For 64-bit OS: 3 GB or more
CPU	Intel® or fully compatible
Clock	2.0 GHz or more
Hard Disk	2 GB or more free space
Display	1,024 × 768 pixels or greater, High Color or greater

* Only compatible with the desktop software.

Installation

Install "RISO Mailing Application" on your computer.



- Log on as a user with an administrative authority.
- Close all the active applications.

1 Load the included "RISO Mailing Application" CD-ROM in the computer's CD-ROM drive.

The installer starts up.

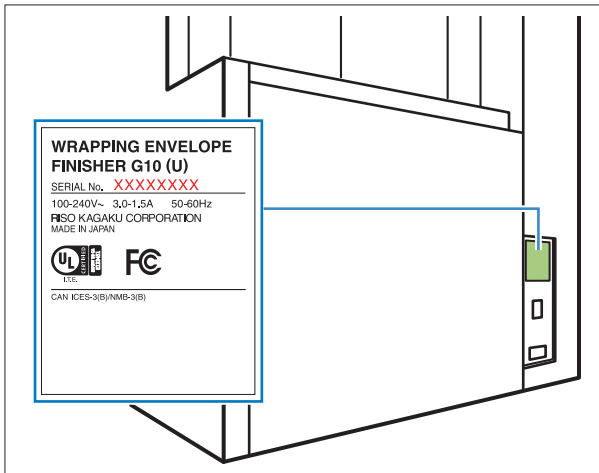


- If the installer does not start up, open the [RISO Mailing Application] folder in the CD-ROM and double-click the "RISO Mailing Application Setup (.exe)" file.
- When you downloaded this application from our download site, double-click the "RISO Mailing Application Setup (.exe)" file, and follow steps 2 to 9.

2 Select [English] from the pull-down menu and click [OK].

3 Input SERIAL No. of the Wrapping Envelope Finisher and click [OK].

The SERIAL No. can be found on the rating plate above the main power switch.



- If the "Microsoft® .NET Framework" setup dialog box is displayed, follow the on-screen instructions to proceed with the installation*.
 - If the "Microsoft® Visual C++®" setup dialog box is displayed, follow the on-screen instructions to proceed with the installation*.
 - "Antenna House PDF Driver®" will be installed as a printer driver. Do not change the printer's name.
- * Connection to the Internet is required.

4 Click [Next] on the setup wizard dialog box.

5 Select [I accept the terms in the License Agreement] and click [Next].

6 Check the installation destination and click [Next].

- To change the installation destination, click [Change] and select the destination in the [Destination Folder] dialog box.

7 Click [Install].

The installation starts.

8 Click [Finish].

9 Click [Yes] on the reboot confirmation window.

10 Remove the CD-ROM from the computer.

Please keep the removed CD-ROM safe.

About Antenna House PDF Driver

Antenna House PDF Driver is a printer driver which is automatically installed with "RISO Mailing Application". This printer driver can be used with the software that has a printing function.

Use this driver to convert the format of the original data unsupported on "RISO Mailing Application" to PDF format.

<Creating PDF>

1. Select [File] - [Print] in the main menu of the application being used.
2. Select [Antenna House PDF Driver *.*] from the printer.
3. Click [Print].
4. When the [Save As] dialog box appears, confirm the destination and file name and click [Save].

After a while, the PDF file is created in the destination.

Uninstallation

1 Load the included "RISO Mailing Application" CD-ROM in the computer's CD-ROM drive.

The installer starts up.



- If the installer does not start up, open the [RISO Mailing Application] folder in the CD-ROM and double-click the "RISO Mailing Application Setup (.exe)" file.
- When you downloaded this application from our download site, double-click the "RISO Mailing Application Setup (.exe)" file, and follow steps 2 to 5.

2 Click [Next].

3 Click [Remove].

4 Click [Remove].

Uninstallation now begins.

5 Click [Finish].

6 Remove the CD-ROM from the computer.

Please keep the removed CD-ROM safe.

Basic Operations

Starting and Ending the Software

Starting the Software

Click [Start] - ([All Apps] -)[RISO] - [RISO Mailing Application].

For Windows 8.1, open the "Apps" screen and click [RISO Mailing Application] in the "RISO" group.

The software will start and the main window will be displayed.

Ending the Software

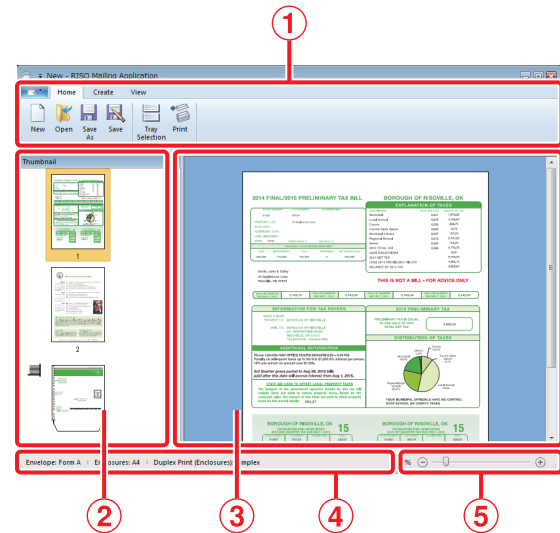
Click the  (Close) button in the main window.



- The software can also be closed by clicking [Exit] in the app menu.
- If mail data in the process of being created has not been saved, a confirmation dialog box prompting whether to save will be displayed. Save the mail data file as necessary. For details about saving the file, see ""Ribbon menu" List" (p. 11).


Main Window













This section describes the menus and functions displayed in the main window of "RISO Mailing Application."




















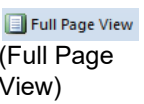
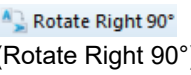
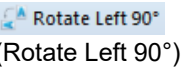
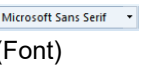

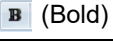
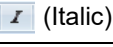
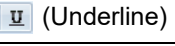
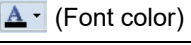
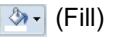
- 1 Ribbon menu**
Displays commands grouped by function to create mail data.
- 2 Thumbnail**
Displays thumbnails of enclosures and envelope forms.
- 3 Preview area**
Displays instruction guidance and preview images of mail data.
- 4 Status bar**
Indicates information of mail data (e.g., paper size, duplex print setting).
- 5 Zoom slider**
Changes the size of the preview image in the preview area.

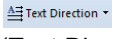
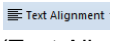
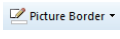
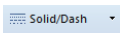
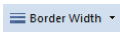
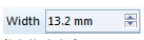
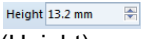

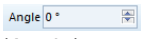
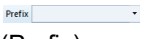
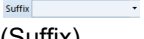
"Ribbon menu" List

Configured of the  (App menu) and the [Home], [Create], [View], [Enclosures], and [Format] tabs. Clicking on each tab will switch the dialog box to the menu of functions related to the content of the "Ribbon menu."

Ribbon menu	Function
 (App menu)	
 Properties	Configure the printer, feed tray, paper type to be used, and the maximum number of sheets to be inserted.
 About	Displays the version information.
Recent Documents	Displays the latest 4 files of mail data recently saved.
 Exit	Ends the software.
Home	
 (New)	Create new mail data.
 (Open)	Open the selected mail data.
 (Save As)	Save the current mail data with a different name.
 (Save)	Overwrite the current mail data.
 (Tray Selection)	Select the feed tray and paper type individually for enclosed pages.
 (Print)	Print (insert, enclose) the current mail data.
Create (Stationary Data Printing) ¹	
 (Enclosures)	Import the original data of enclosures when creating mail data for a stationary data printing.
 (Envelope)	Import the original data of an envelope when creating mail data for a stationary data printing.


Ribbon menu	Function
 (Address data)	Import an address data file (.csv) when creating the envelope form data for a stationary data printing.
 (Envelope Background data)	Paste a background graphic to be printed when creating the envelope form data.
 (Front Side)	View the front side in the editing area when creating the envelope form data.
 (Back Side)	View the back side in the editing area when creating the envelope form data.
 (Full Page)	View the full page in the editing area when creating the envelope form data.
 (Apply Layout)	Determine the layout settings of the envelope form.
 (Add) ²	Add a page(s) of the original data to the enclosures.
 (Delete) ²	Delete a page(s) from the enclosures.
Create (Variable Data Printing) ¹	
 (Document)	Import an original data file (.pdf) when creating mail data for a variable data printing.
 (Keyword)	Specify the separation rule when creating mail data for a variable data printing, which encloses different number of pages for each destination. If a separator keyword is placed in a specific rule, you can specify the keyword even when creating mail data, which encloses the same number of pages for all destinations.

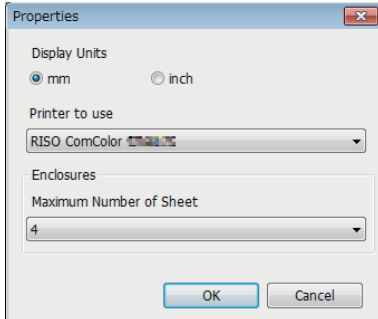
Ribbon menu	Function
 (Number of Pages)	Specify the number of pages to be inserted per mail when creating mail data for a variable data printing, which encloses the same number of pages for all destinations.
 (Insert)	Insert a common page(s) at the top or the last of the enclosures.
 (Delete)	Delete an inserted common page(s) from the enclosures.
View	
 (Mail Number)	Specify the mail number of mail data to be displayed in the preview area.
 (Zoom)	 View the preview area in full scale.
	 Adjust the zoom of the preview area to the page width.
	 View the preview area in full page view.
 (Rotate Right 90°)	Rotate the image in the preview area 90 degrees to the right.
 (Rotate Left 90°)	Rotate the image in the preview area 90 degrees to the left.
Format ³	
 (Font)	Specify the font.
 (Font size)	Specify the font size.
 (Bold)	Make the letters bold-faced.
 (Italic)	Make the letters italic.
 (Underline)	Underline the letters.
 (Font color)	Specify a font color.
 (Fill)	Fill the enclosed area with the specified color.

Ribbon menu	Function
 (Text Direction)	Specify the text direction.
 (Text Alignment)	Specify the text position in the text box.
 (Picture Border)	Specify a color of frame border.
 (Solid/Dash)	Specify a type of the frame border.
 (Border Width)	Specify the thickness of the border.
 (Width)	Set the width of the frame.
 (Height)	Set the height of the frame.
	The coordinate values of the selected destination or graphic image are displayed. The values cannot be entered.
 (Angle)	Specify the angle of the selected destination or graphic image.
 (Prefix)	Add text to the beginning of the item.
 (Suffix)	Add text to the end of the item.

- 1 The functions displayed on [Create] in the ribbon menu differ depending on the type of mail data to be created.
- 2 Displayed only when a page of the enclosures for a stationary data printing has been selected in the [Thumbnail].
- 3 Displayed only when a layout item or graphic image of the envelope form data created by the "RISO Mailing Application" has been selected.

About the [Properties] Dialog

Click  (App menu), and select [Properties] to display the [Properties] dialog.



[Display Units]

Configure the display unit for a measure of length.

[Printer to use]

Select the printer to be used for printing mail data.

[Enclosures]

[Maximum Number of Sheet]

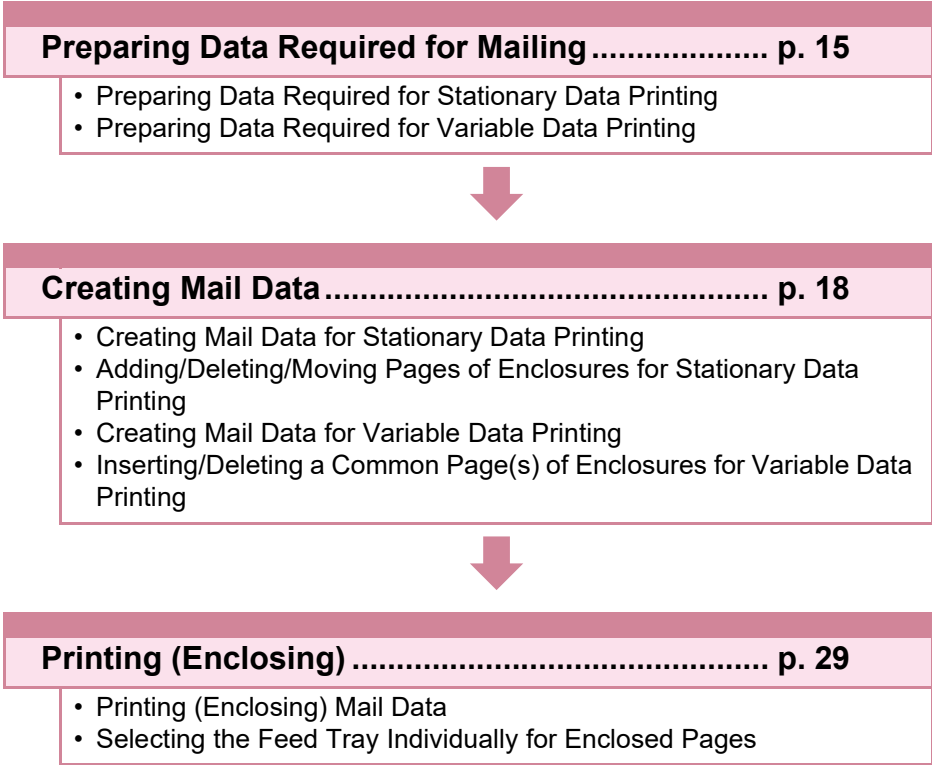
Specify the maximum number of sheets of paper that can be inserted for each mail.



- Specify the number of sheets in [Maximum Number of Sheet] less than that in the "Maximum Pages per Mail" on the printer. For details, see "Maximum Pages per Mail" in the "User's Guide".

Flow of Operations up to Completion of Mailing

The flow of mailing operations using "RISO Mailing Application" is as follows.



Preparing Data Required for Mailing

The data required for mailing differs depending on the type of mail, the contents of enclosures, and the creating method of envelope form contents, etc.

Prepare the appropriate data prior to creating mail data by "RISO Mailing Application".

Preparing Data Required for Stationary Data Printing

"RISO Mailing Application" can make pairs of an enclosure(s) and an envelope form, and make mails for stationary data printing. The data required for stationary data printing differs depending on the creating method of envelope form contents.

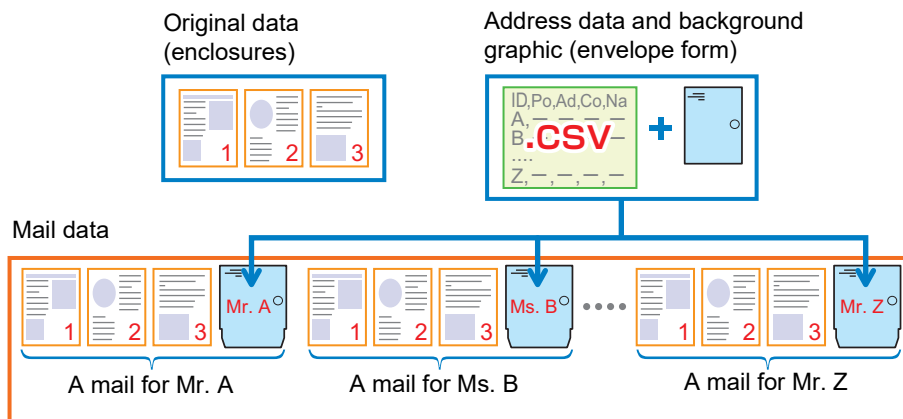
When Using an Address Data for the Contents of Envelope Form

When you lay out the contents to be printed on the envelope form such as destination by using "RISO Mailing Application", prepare both the original data file of enclosures (.pdf) and the address data file for envelope form (.csv).

When you want to print a graphic image such as a logo mark on the envelope form, the image file (.pdf) for the background graphic is also required. The background graphic is useful for printing data like contact information on the envelope form.

You can create mail data for stationary data printing by adjusting the layout of contents on the envelope form after importing the original data of enclosures, the address data, and the background graphic.

For details on how to create, see "Creating Mail Data for Stationary Data Printing" (p. 18).

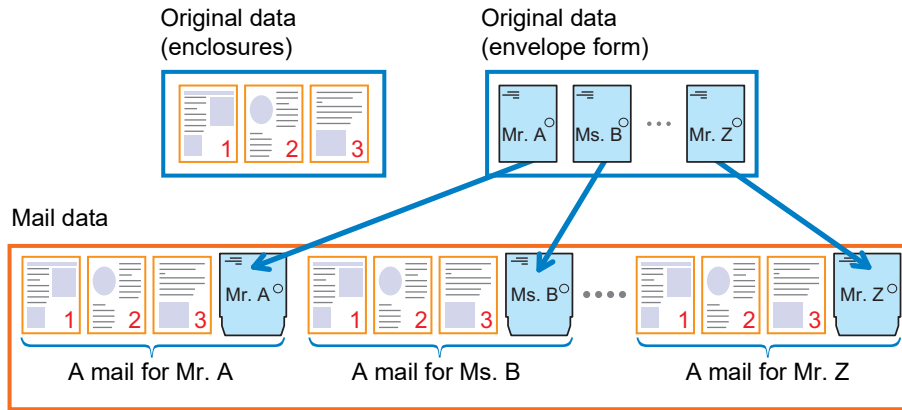


When Importing the Original Data of Envelope Form

Prepare the original data (.pdf) of an enclosure(s) and an envelope form respectively.

You can create mail data for stationary data printing only by importing the original data of an enclosure(s) and an envelope form.

For details on how to create, see "Creating Mail Data for Stationary Data Printing" (p. 18).



Preparing Data Required for Variable Data Printing

The data required for variable data printing differs depending on if the number of enclosed pages is the same for all destinations or different for each destination.

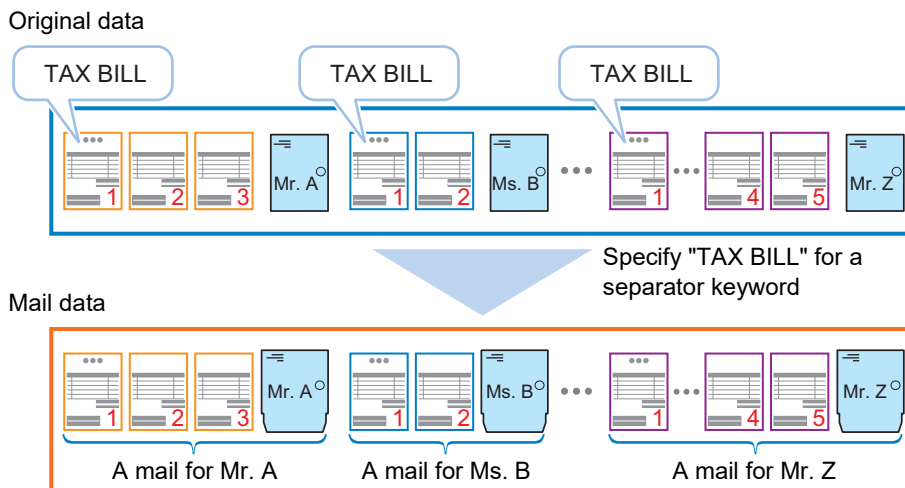
When the Number of Enclosed Pages is Different for Each Destination

When different number of pages is enclosed for each destination, prepare the original data file (.pdf) which contains pairs of an enclosure(s) and an envelope form in the following order.

When the number of enclosed pages is different, confirm that text data to be specified for a keyword exits at each separation position in advance, so that the mail data can be exactly enclosed for each destination.

You can create mail data which has different number of enclosed pages by specifying a separator keyword after importing the original data.

For details, see "Creating Mail Data for Variable Data Printing" (p. 24).



When the Number of Enclosed Pages is the Same for All Destinations

When the same number of pages is enclosed for all destinations, prepare the original data file (.pdf) which makes pairs of an enclosure(s) and an envelope form in the following order.

You can create mail data for variable data printing by specifying the number of pages to be enclosed for each mail after importing the original data.

For details, see "Creating Mail Data for Variable Data Printing" (p. 24).



Creating Mail Data

Create mail data which contains pairs of an enclosure(s) and an envelope form for stationary data printing or variable data printing. You can create mail data simply by following the instruction guidance provided in "RISO Mailing Application". When you create mail data for stationary data printing, you can edit (add, delete, move) the number or the order of pages which has been imported from the original data of enclosures. When you create mail data for variable data printing, you can insert or delete a common page(s) at the top or the last of the enclosures which has been imported.

Creating Mail Data for Stationary Data Printing

Importing the original data of an enclosure(s) and an envelope form to create mail data for stationary data printing. You can select to lay out the contents to be printed on the envelope form by importing an address data and a background graphic, or simply to import the original data of the envelope form.

- When creating mail data for stationary data printing, either the address data (.csv) or the original data of envelope forms (.pdf) is required with the original data of enclosures. For details, see "Preparing Data Required for Stationary Data Printing" (p. 15).

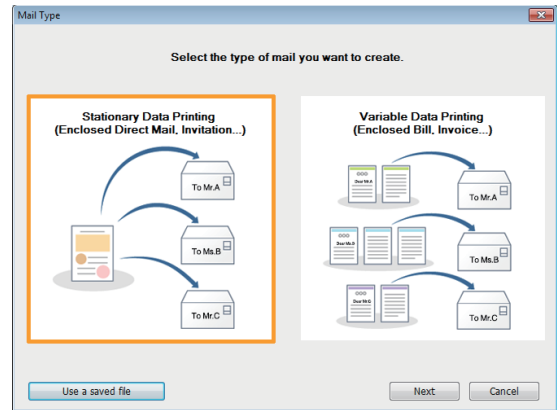
1 Start "RISO Mailing Application".

[Mail Type] dialog box is displayed.



- If the [Mail Type] dialog box is not displayed, click [New] on [Home] in the ribbon menu.

2 Select [Stationary Data Printing], and click [Next].



The [Import a document data for enclosure] dialog box is displayed.

3 Click [Next].

4 Select the original data prepared for the enclosures, and click [Open].

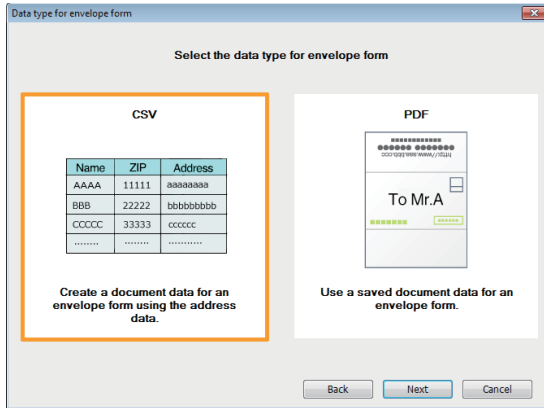
The [Data type for envelope form] dialog box is displayed.

The following procedures differ depending on the cases described below.

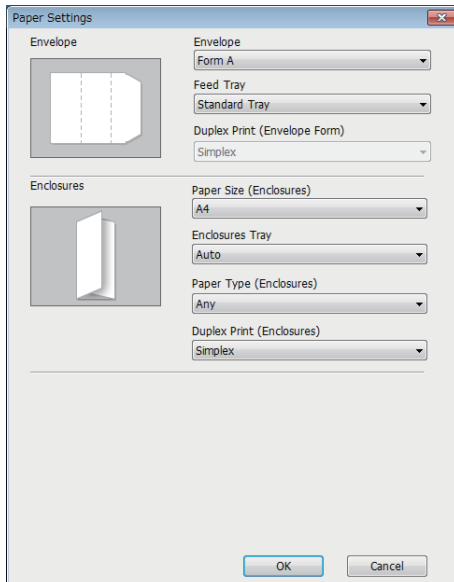
- When you will import an address data (.csv), follow the procedures in "When Using an Address Data for the Contents of Envelope Form" (p. 19).
- When you will import the original data of envelope forms (.pdf), follow the procedures in "When Importing the Original Data of Envelope Form" (p. 22).

When Using an Address Data for the Contents of Envelope Form

- 1 Select [CSV] in the [Data type for envelope form] dialog box, and click [Next].



- 2 Select the address data prepared in advance, and click [Open].
- 3 Specify the basic information of the mail data, and click [OK].



[Envelope]

Select the envelope form type.

[Feed Tray]

Select the tray to set the envelope forms.

[Duplex Print (Envelope Form)]

You cannot change the setting. Only simplex printing is available for envelope forms.

[Paper Size (Enclosures)]

Select the paper size of the enclosures.

[Enclosures Tray]

Select the tray to set the enclosures.

[Paper Type (Enclosures)]

Select the paper type of the enclosures.

[Duplex Print (Enclosures)]

Select the print surface of the enclosures.

The address data is imported, and the [Layout] dialog box is displayed.



- You can change the settings of [Enclosures Tray] and [Paper Type (Enclosures)] afterward. The feed tray and paper type to use for enclosures can be select for each page of enclosures. For details on the settings, see "Selecting the Feed Tray Individually for Enclosed Pages" (p. 33).

- 4 Confirm the contents, and click [OK].

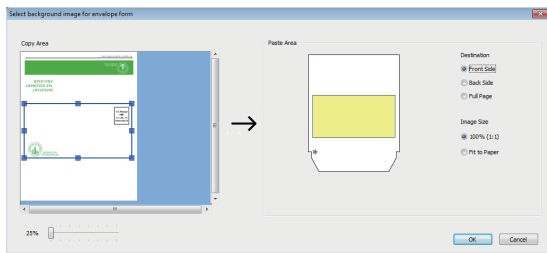
The [Layout] dialog box is closed, and "front side" of the envelope form is displayed in the editing area of the main window.

To layout the contents on the "back side", click [Back Side] on [Create] in the ribbon menu.

- 5 Click [Envelope Background data] on [Create] in the ribbon menu, and select the background graphic data to be pasted on the envelope form if required.

When you click [Open] after selecting the background graphic data (.pdf) prepared in advance, the [Select background image for envelope form] dialog box will be displayed.

6 Set the settings in the [Select background image for envelope form] dialog box, and click [OK].



[Destination]

Select the surface to paste the background graphic.

[Image Size]

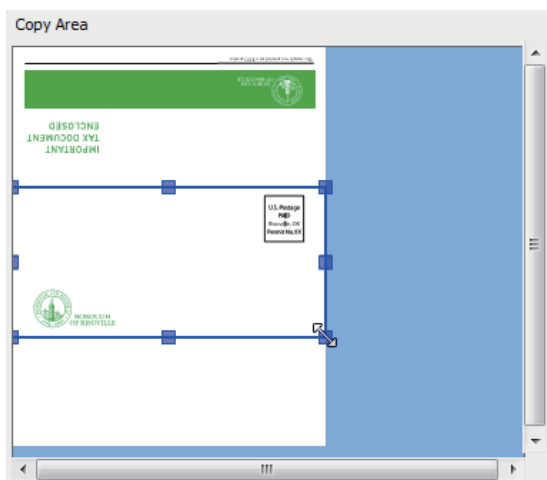
Select to set the size of background graphic to [100% (1:1)] or [Fit to Paper] (enlarging or reducing to fit to the printable area of envelope form).

[Copy Area]

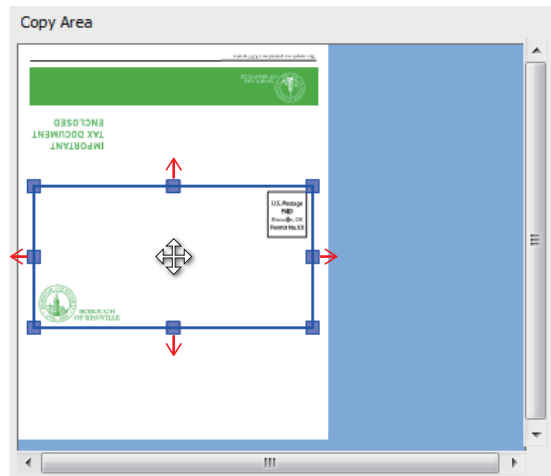
A frame that indicates the copy area is displayed on the preview image of the background graphic. Adjust the size and position of the frame to crop the background graphic if required.

The display size of the preview image can be adjusted by the zoom slider.

To enlarge or reduce the copy area, drag the handle (■) on the frame.



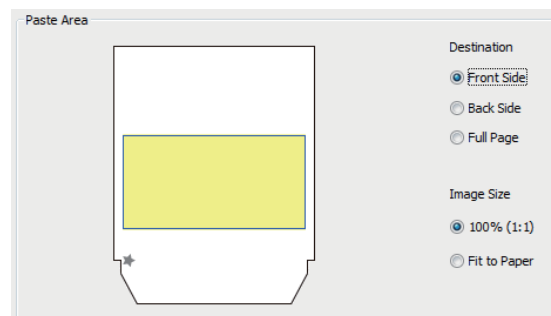
To move the copy area, click inside of the frame, and drag the cursor (⊕).



[Paste Area]

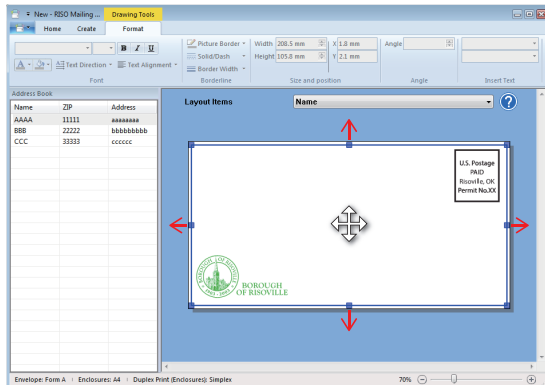
Confirm the pasting surface (the painted area), the size and position of the copy area frame adjusted in [Copy Area] on the envelope form image.

The display of the pasting surface varies depending on the setting of [Destination] and [Image Size].

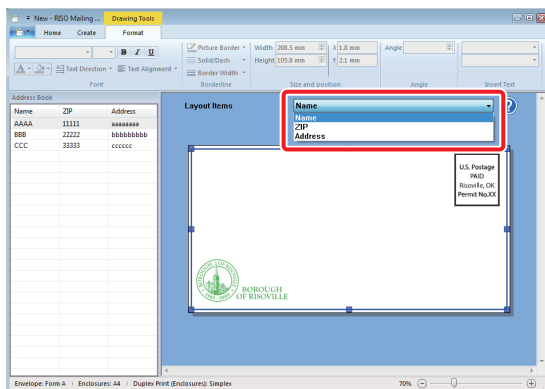


The [Select background image for envelope form] dialog box is closed, and the cropped background graphic is pasted in the editing area.

7 Adjust the size and position of the background graphic if required.

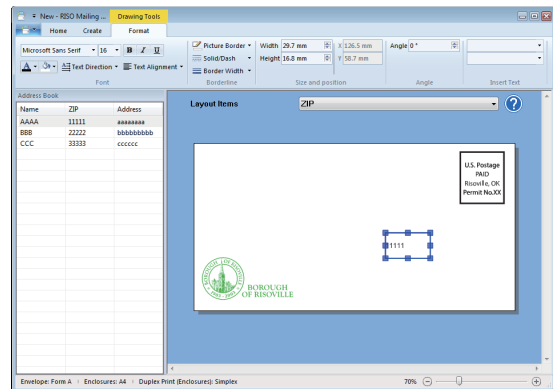


8 Select an item to be placed.



Select an item such as the address or name from [Layout Items].

9 Place the item.



Click the cursor (↔) anywhere in the editing area to display the pointer (+).

Click the pointer (+) at the position to place the content of the item selected from [Address data].

To move the item, drag it in the editing area.



- To change the character formats such as the font and font size, select the item that already placed, and click [Format] in the ribbon menu. For details on [Format], see ""Ribbon menu" List" (p. 11).
- To add text to the beginning or the end of the item, select the item that has already placed, and input the text (up to 10 characters) to [Prefix] or [Suffix] of [Insert Text] on [Format] in the ribbon menu. To delete the added text, delete the text input in [Prefix] or [Suffix].

10 Repeat steps 8 and 9 to place all items to be printed.

11 Click [Apply Layout] on [Create] in the ribbon menu.

The thumbnails of the created mail data are displayed on [Thumbnail] in the main window. The preview image of the selected thumbnail (page) is displayed in the preview area.

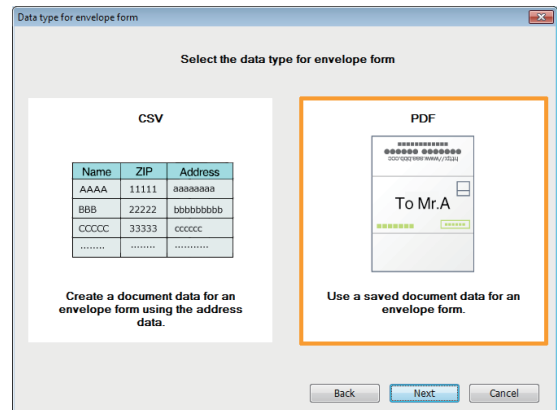
To display the mail data separately for each mail, click [◀] / [▶] of [Mail Number] on [View] in the ribbon menu.



- Confirm if all the process of total number of mails, pairs of destination and enclosures, and mail separation have been handled correctly at the preview area.

When Importing the Original Data of Envelope Form

1 Select [PDF] in the [Data type for envelope form] dialog box, and click [Next].



2 Select the completed original data of envelope form, and click [Open].

3 Input the basic information of the mail data, and click [OK].



- For details on the basic information settings, see "When Using an Address Data for the Contents of Envelope Form" (p. 19).

The thumbnails of the created mail data are displayed on [Thumbnail] in the main window. The preview image of the selected thumbnail (page) is displayed in the preview area.

To display the mail data separately for each mail, click [◀] / [▶] of [Mail Number] on [View] in the ribbon menu.



- Confirm if all the process of total number of mails, pairs of destination and enclosures, and mail separation have been handled correctly at the preview area.

Adding/Deleting/Moving Pages of Enclosures for Stationary Data Printing

You can add, delete, or move pages of the enclosures for stationary data printing displayed on [Thumbnail] in the main window.

- When you add, delete or move pages of enclosures after selecting the feed tray of each page for enclosures, the current setting of the feed tray will be shifted. In this case, select the feed tray again.

Adding Pages in the Enclosures

You can add pages to the specified page number of the current enclosures by importing other original data of enclosures.

- 1 Select a page of the enclosures on [Thumbnail], and click [Add] on [Create] in the ribbon menu.
- 2 Input the page number to be added to, and click [OK].
- 3 Select the original data of the enclosures, and click [Open].

The pages included in the original data of the enclosures are added to the specified page number.

- The pages are added to the enclosures of all mails of the current mail data.
- The number of pages exceeded to the maximum number of sheets for each mail cannot be added.
- Only the original data in the PDF format can be added.

Deleting Pages of the Enclosures

You can delete pages of the enclosures.

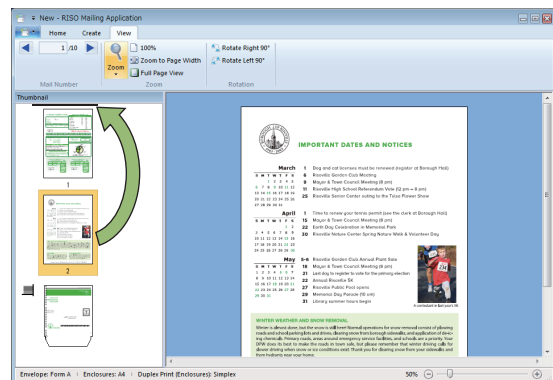
- 1 Select a page(s) of the enclosures on [Thumbnail], and click [Delete] on [Create] in the ribbon menu.

- You can delete a page(s) of the enclosures even by pressing the "Delete" key after selecting the page(s) on [Thumbnail].

- The pages are deleted from the enclosures of all mails of the current mail data.
- The page of the envelope form and the blank page cannot be deleted.
- All the page of the enclosures cannot be deleted. To replace all the page of enclosures, import the other original data of enclosures.

Moving Pages of the Enclosures

Drag the page of enclosures to change the page order.



- You can select multiple pages by holding the "Ctrl" key. Also, you can select a sequence of multiple pages by pressing and holding the "Shift" key.

Right-click Menu

Select a page of the enclosures and right-click it to display the menu to operate the following.

Menu	Function
Add Page	Import the original data of enclosures, and add the pages to the specified page number of the current enclosures.
Delete Page	Delete a page(s) selected from the current enclosures.

Creating Mail Data for Variable Data Printing

Import the original data for a variable data printing to create mail data.

When creating mail data for variable data printing, you can select to separate the mail data by specifying a text on an enclosure(s) or an envelope form as the separator keyword, or by specifying the number of pages to be enclosed for each mail.



- The dedicated original data is required for mail data of variable data printing. For details, see "Preparing Data Required for Variable Data Printing" (p. 16).

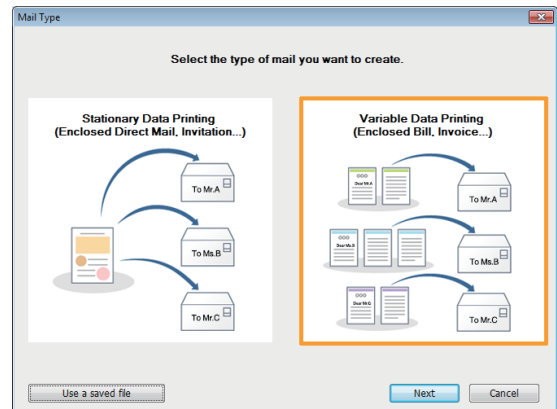
1 Start "RISO Mailing Application".

[Mail Type] dialog box is displayed.



- If the [Mail Type] dialog box is not displayed, click [New] on [Home] in the ribbon menu.

2 Select [Variable Data Printing], and click [Next].



The [Import a document data for Variable Data Printing] dialog box is displayed.

3 Click [Next].

4 Select the original data prepared in advance, and click [Open].

5 Input the basic information of the mail data.



- For details on the basic information settings, see step 3 in "When Using an Address Data for the Contents of Envelope Form" (p. 19).

6 Click [OK].

The [Separation Rule] dialog box is displayed.

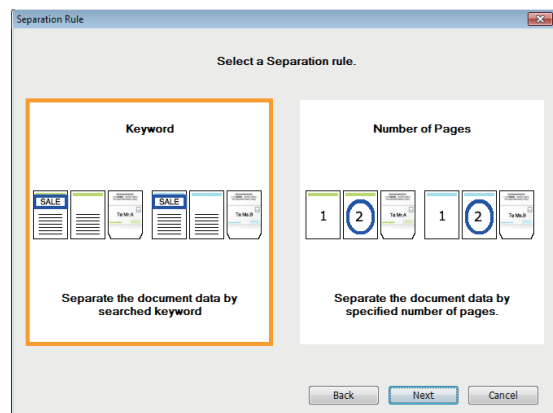
The following procedures differ depending on the cases described below.

- When different number of pages is enclosed for each destination, follow the procedures in "When the Number of Enclosed Pages is Different for Each Destination" (p. 25).
- When the same number of pages is enclosed for all destinations, follow the procedures in "When the Number of Enclosed Pages is the Same for All Destinations" (p. 26).

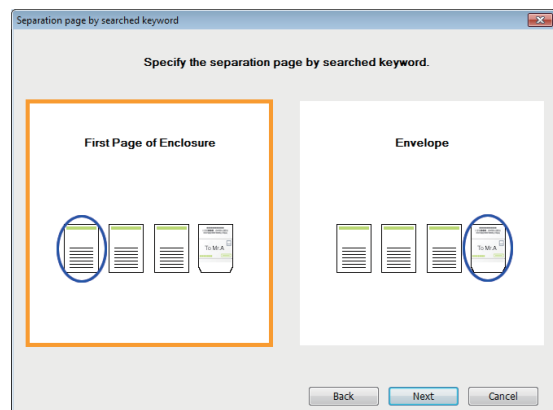
When the Number of Enclosed Pages is Different for Each Destination

When different number of pages is enclosed for each destination, specify a common keyword (e.g., invoice, notification, invitation) from the original data having an ordered sequence to separate the mail data.

1 Select [Keyword] in the [Separation Rule] dialog box, and click [Next].



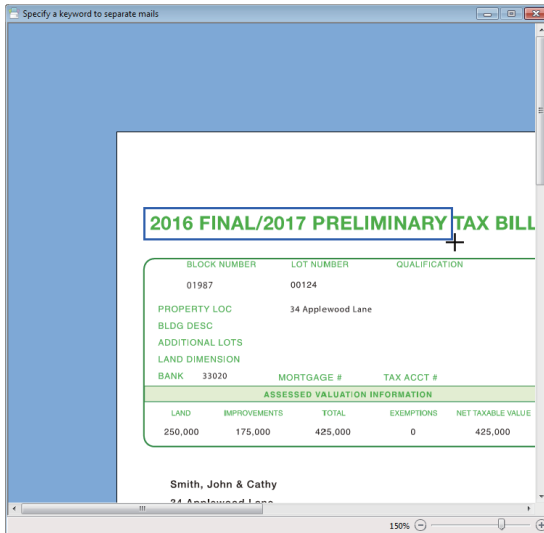
2 Select the page to specify a keyword, and click [Next].



When separating mail data based on a text on the first page of enclosures, select [First Page of Enclosure].

When separating mail data based on a text on the envelope form, select [Envelope].

3 Drag around a text to be specified for the keyword.



Click the pointer (+) at the position of a text to be selected on the preview image of the specified original data.

Drag around any text to select it.

A message to confirm the selected text is displayed.

4 Click [OK].

The thumbnails of the created mail data are displayed on [Thumbnail] in the main window. The preview image of the selected thumbnail (page) is displayed in the preview area.

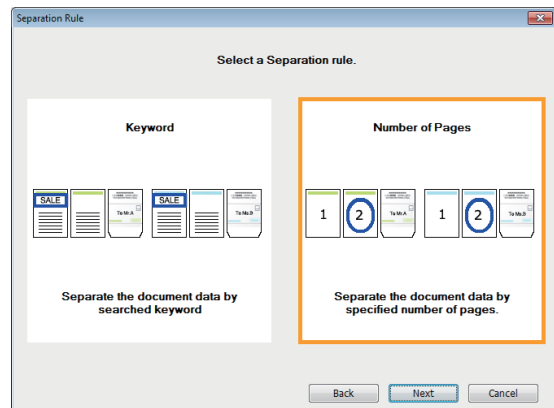
To display the mail data separately for each mail, click [◀] / [▶] of [Mail Number] on [View] in the ribbon menu.

- Confirm if all the process of total number of mails, pairs of destination and enclosures, and mail separation have been handled correctly at the preview area.

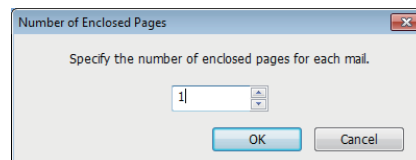
When the Number of Enclosed Pages is the Same for All Destinations

When the same number of pages is enclosed for all destinations, specify the number of pages to be enclosed to separate the mail data.

1 Select [Number of Pages] in the [Separation Rule] dialog box, and click [Next].



2 Input the number of pages to be enclosed for each mail, and click [OK].



The thumbnails of the created mail data are displayed on [Thumbnail] in the main window. The preview image of the selected thumbnail (page) is displayed in the preview area.

To display the mail data separately for each mail, click [◀] / [▶] of [Mail Number] on [View] in the ribbon menu.

- Confirm if all the process of total number of mails, pairs of destination and enclosures, and mail separation have been handled correctly at the preview area.

Inserting/Deleting a Common Page(s) of Enclosures for Variable Data Printing

When the number of enclosed pages is the same for all destinations on variable data printing, you can insert a common page(s) at the top or the last of the enclosures. You can also delete the inserted pages(s) from the enclosures as required. The number of pages in the original data to be inserted as a common page(s) differs from the duplex setting of enclosures.

The number of pages in the original data	Simplex Setting	Duplex Setting
1 page	Top page	Top page and a blank page
Multiple pages	Top page	Top two pages

- When the number of enclosed pages is different for each destination on variable data printing, you cannot insert a common page(s).
- When you insert or delete a common page(s) at the top of the enclosures after selecting the feed tray of each page for enclosures, the current setting of the feed tray will be shifted. In this case, select the feed tray again (the setting will not be affected in the last page insertion or deletion).

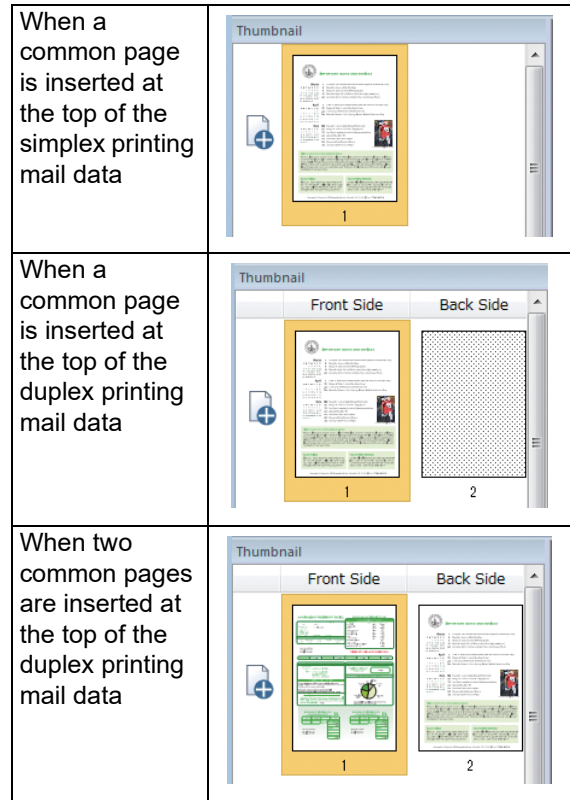
Inserting a Common Page(s) in the Enclosures

You can insert a common page(s) at the top or the last of the enclosures by importing other original data of enclosures.

- 1 Click [Insert] on [Create] in the ribbon menu.
- 2 Select [Top] or [Last], and click [OK].

3 Select the original data of the enclosures, and click [Open].

The top page or top two pages in the original data of the enclosures are inserted at the top or the last of enclosures, and the common page icon appears on the left side of the inserted page(s).



- The common page(s) is inserted to the enclosures of all mails of the current mail data.
- The number of pages exceeded to the maximum number of sheets for each mail cannot be inserted.
- Only the original data in the PDF format can be inserted.

Deleting a Common Page(s) from the Enclosures

You can delete the common page(s) already inserted to the enclosures.

1 Click [Delete] on [Create] in the ribbon menu.

2 Select [Top] or [Last], and click [OK].



- You can delete the common page(s) already inserted to the enclosures even by pressing the "Delete" key after selecting the page(s) on [Thumbnail].



- The common page(s) is deleted from the enclosures of all mails of the current mail data.
- The page of the envelope form and the other pages of enclosures cannot be deleted.

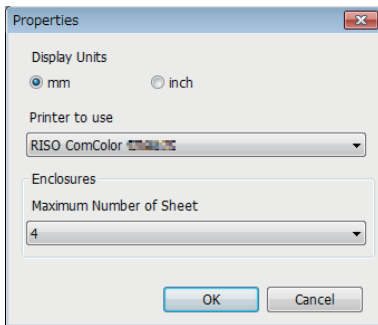
Printing (Enclosing)

To perform printing (Enclosing), the power of both the printer and the Wrapping Envelope Finisher must turn ON.

Printing (Enclosing) Mail Data

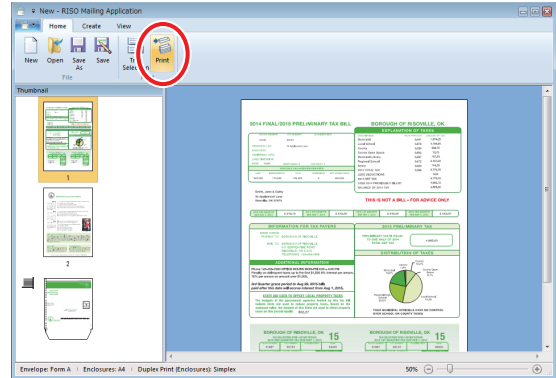
Print and Enclose the created mail data.

- 1 Click [Properties] in the application menu.
- 2 Select the printer to be used for printing (enclosing) in [Printer to use].

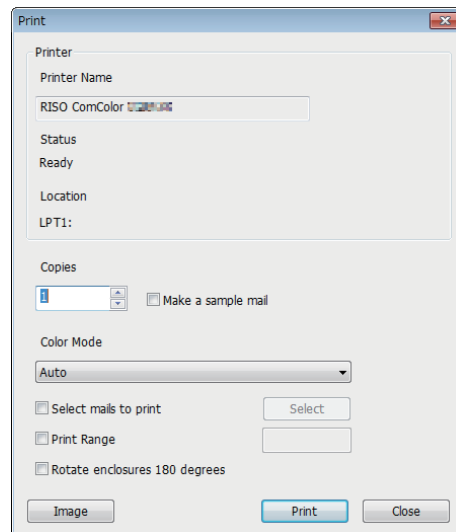


- When you select a ComColor GL series/ GD series printer, you can select the feed tray of each page for enclosures. For details on the setting, see "Selecting the Feed Tray Individually for Enclosed Pages" (p. 33).

- 3 Click [Print] on [Home] in the ribbon menu.



- 4 Input the number of copies in [Copies].



The current mail data is a unit of copies. When you specify "1" in [Copies], and click [Print], all the mail contained in the current mail data will be printed (enclosed) one each.

When the checkbox for [Make a sample mail] is selected, one mail will be printed (enclosed) and the print will stop. "SAMPLE" will be printed on all the page of a sample mail.

5 Select the color mode in [Color Mode].

6 Select the [Select mails to print] checkbox, and click [Select] if required.

7 Specify the destinations of mails to be printed.

The procedures differ depending on the type of mail data.

- When the mail data is created by using the address data for stationary data printing, follow the procedures in "Selecting Mails to Print When an Address Data is Used for Stationary Data Printing" (p. 31).
- When the mail data is created by importing the original data of envelope form for stationary data printing or variable data printing, follow the procedures in "Selecting Mails to Print When the Original Data of Envelope Form is Imported for Stationary Data Printing/Variable Data Printing" (p. 32).

8 Select [Print Range] checkbox, and input the print range to specify the range of mails to be printed in the field if required.

Specify the print range by inputting the mail number(s).

When the mail data contains ten mails, input "3" to print only the third mail, or input "2-5" to print the mails from the second to the fifth. You can print the mails from the third to the last (tenth in this case) by inputting "3-".



- If you do not specify the beginning of the print range such as "-3", or if you specify a mail number which does not exist in the mail data, an error message will be displayed in printing.

9 Set whether to rotate the enclosures when printing them.

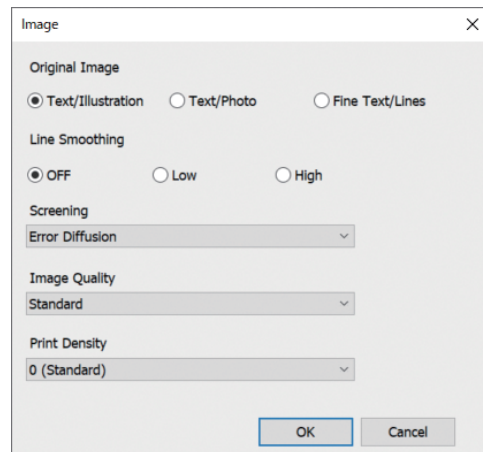
The paper feed direction of the envelope form is already determined. You can rotate enclosures and change the orientation of the print to align with the orientation of the enclosures and print.

When rotating the enclosures 180 degrees to print, select the [Rotate enclosures 180 degrees] checkbox. The surface that the person views when opening the enclosures is the printed document (first page).

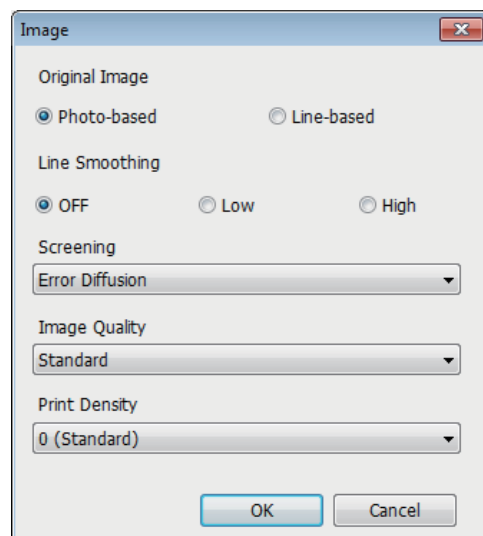
10 Click [Image].

11 Specify the settings in [Image] dialog box, and click [OK].

For ComColor GL series:



For ComColor GD series:



[Original Image]

Select which quality to prioritize according to the original type.

[Line Smoothing]

Smoothen the character's outline. You can select from two levels depending on the difference of image processing.



- When you set [Line Smoothing], the printing (enclosing) speed decreases.

[Screening]

Select the halftone processing.

[Image Quality]

Select the image quality.



- Because the [High Chromogenic] setting makes ink consumption increase, strikethrough may be generated depending on the type of graphic images to be printed. Do not specify [High Chromogenic] for the duplex printing or printing with many solid images.



- When [Fine] is set, the printing speed will decrease.
- For ComColor GL series, selecting [Processing Speed Priority] reduces image processing loads.

[Print Density]

Select the printing density.

12 Click [Print].

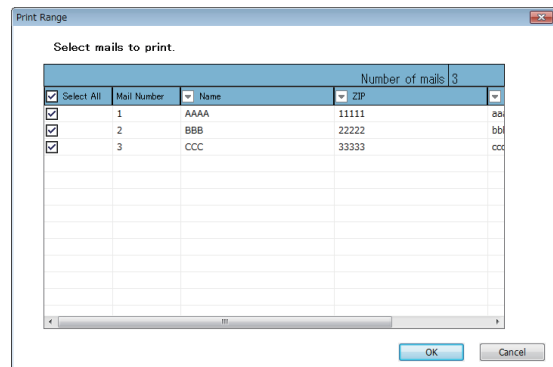
Printing (Enclosing) of the mail data starts.

When you selected the mails to be printed in steps 6 and 7, a dialog to confirm the selected mails is displayed. Confirm the mails and click [OK].

Selecting Mails to Print When an Address Data is Used for Stationary Data Printing

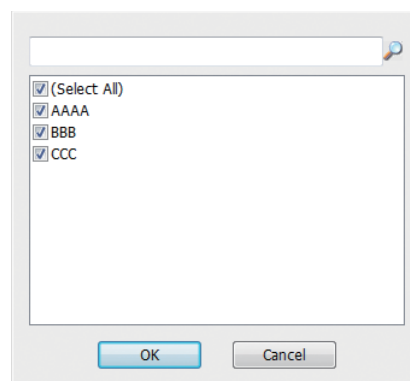
You can select the mails to print by specifying the destinations from the address data.

1 Select the checkbox of the mail(s) to be printed, and click [OK] in the [Print Range] dialog.



You can narrow down the address data by clicking [▼] on the title line, and you can also search specific data by inputting a text in the search field, and clicking [🔍].

Select the checkbox of the data to be printed, and click [OK].



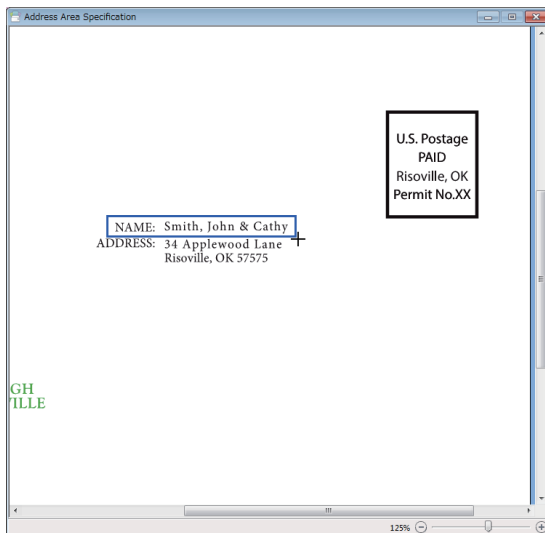
Selecting Mails to Print When the Original Data of Envelope Form is Imported for Stationary Data Printing/Variable Data Printing

You can select the mails to print by extracting a text of destination from the original data of envelope form.

1 Click [OK] on the confirmation dialog.

The [Address Area Specification] window is displayed.

2 Drag around a text to be extracted for the destination.



Click the pointer (+) at the position of a text to be selected on the preview image.

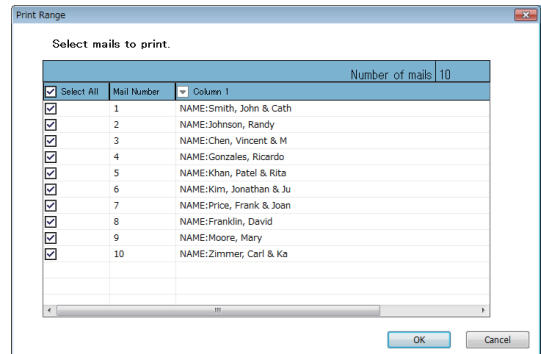
Drag around any text to select it.

A message to confirm the selected text is displayed.

3 Click [OK].

The address data extracted from the original data of envelope form is displayed in the [Print Range] dialog.

4 Select the checkbox of the destination(s) to be printed, and click [OK].

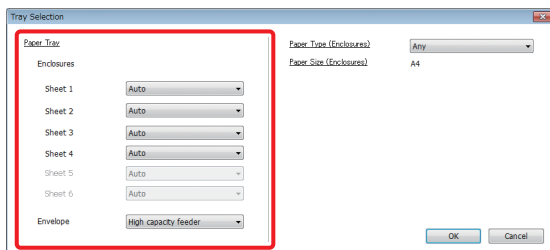


Selecting the Feed Tray Individually for Enclosed Pages

You can select the feed tray of each page for enclosures. You can also change the feed tray of envelope that has already selected.

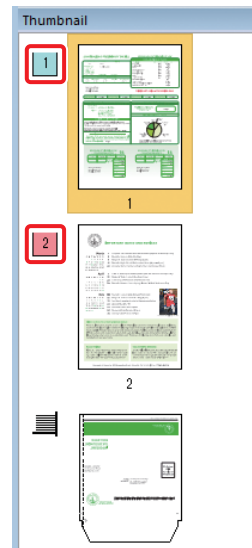
- When you add, delete or move pages of enclosures after selecting the feed tray of each page for enclosures, the current setting of the feed tray will be shifted. In this case, select the feed tray again.

- 1 Click [Tray Selection] on [Home] in the ribbon menu.
- 2 Select the feed tray of each page in [Enclosures] and [Envelope] as required.



- Select the paper type in [Paper Type (Enclosures)] to change the paper type that has already specified in [Paper Type (Enclosures)] of the mail data basic information. For details on the basic information settings, see step 3 in "When Using an Address Data for the Contents of Envelope Form" (p. 19).
- You cannot select the paper type of each tray in [Paper Type (Enclosures)]

The icon shown the selected tray appears on the left side of the page(s) on [Thumbnail].



Troubleshooting

This section describes the causes and actions to take when an error message appears while creating mail data.

Follow the displayed messages to resolve the error.

Message	Action to Take
Mail separation failed. Check the separation rule.	<ul style="list-style-type: none">• Check the separator keyword.• Change the keyword.• Check the original data. ("About the Original Data" (p. 6))
Mail cannot be separated using the specified number of pages.	Check the number of pages.
Failed to import the address book.	Check the address data file. ("About the Address data" (p. 6))
File format is not valid.	Check the file format. ("About the Original Data" (p. 6))



Please contact the following for supplies and service: